

Minutes of KARO ECHO (KE) meeting, January 8, 2018

Attendees: Hal Graboske, Texx Woodworth, Don Simon, Marian Gade, Jerry Michaels, Kevin Janes and Marlene Keller.

Hal passed out a "Very Rough Draft" dated January 8, 2018 that dealt with:

- **Membership:** The key question being how do we keep our momentum going when attendance is so small? Currently, core members are Ginny, Marian, Jerry and Texx. Regular attending members are Hal, Jamuel, Don and Marlene. Other attending members (when business travel/schedule permits) are Jon, Wayne and Larry. Marian and Jerry noted that KE changed to every other month meetings in the past. Marlene mentioned that the Kensington Public Safety Council (PSC) uses programs and activities to attract attendance. Marian indicated that she asked Pete Liddell (PSC) to encourage folks to attend KE. We do new new blood and new energy.

It was agreed that we need to think about opportunities for encouraging increased attendance.

Old Business:

1. Meeting structure:

Hal asked if the format of: Old Business, New Business, Training and drills, Public Service would be reasonable categories. Marian suggested that Public Service would be fine if we had a planned topic/activity. Examples of Public Service include participation in the annual Shake Out Day and Fire Trails Patrols (e.g. on Red Flag Warning days). After discussion, the meeting agenda structure was approved by acclamation, with Public Service being a non-regular item on meeting agendas. Action item: Texx to email public service information to Hal.

2. Changes in the Constitution: There was agreement that: we could call the document reviewed last meeting a Constitution rather than change the title to By-Laws. And that we should use EC (Emergency Coordinator) like other AWRL organizations do and put the EC on the Executive Committee. Approved by acclamation.

December 11, 2017 Minutes: Prior to minutes approval, Marian asked what the last sentence meant about message forms and about Net Control classes. Marlene indicated that she was tasked at the Dec. 11 meeting (after Marian and Jerry left) to email Don/Hal relevant ICS message forms. She sent them: ICS 213 (General Message), ICS 209 (Communications Log), ICS 205 (Communications Plan), and a one-page ICS-213 Message Flow example. Marlene is reviewing her Net Control class practice exercises to see what might be useful for KE drills and will email pdfs to Hal/Don. The Minutes were approved.

3. Selection of initial officers: The following officers were unanimously approved: President, Hal Graboske, Vice President Don Simon, Secretary/Treasurer Marlene Keller.

4. Alerting considerations: There was a vigorous discussion of two options: 1) Area Coordinators/Hams talk directly to the EOC, relaying when necessary (champion Don); or 2) ACs/Hams talk to the fire stations, which, then talk to the EOC (champions Texx & Marian).

Don stated that it would be best to relay off of the main channel to avoid putting too much traffic on fire channels. Texx stated that this overloading of the channel could be avoided by using different frequencies so that half of EC talked to station 71, half of EC talked to station 72 and Kensington would talk to 65. Marian said that talking to fire stations would enable the hams there to do message triage before transmitting messages to the EOC. She asked B/C Janes if fire station ham message triage made sense. Janes replied that the EOC would do their own triage. They would have the knowledge and experience to triage and they would also be able to integrate Fire and Police information.

Action item: All agreed that this issue needed more discussion, with first a table top and then a discussion at the March meeting. (To facilitate this, at 9pm, after the KE meeting, Hal, Texx and Don met to discuss.)

New Business:

1. NALCO example of EmComm/CERT-related ham organization: Hal mentioned that he and Don have been attending Berkeley NALCO meetings. Several useful NALCO activities that KE might consider include: fire patrols on Red Flag warning days; participation in EOC training; required monthly visits to fire stations (Berkeley has 7) so both hams and fire personnel know who's who; operation of the NALCO Mesh system (WiFi hot spots); posting topics of discussion on the web site (e.g. message errors) ; use of after-meeting action sessions (e.g. to do technical training or flesh out issues). Action item: KE involvement in a EOC training/drill. And re Mesh: Hal to get Texx in touch with NALCO Mesh pt of contact.
2. Review of of existing EC/K ham stations: **SAVE THE DATES: We plan to visit 4 EC stations on Wed. Jan 24 starting at 1pm at Fire Station 71, then going to the EOC, and car pooling to the Senior Center and Station 72. We plan to visit 5 Kensington stations on Thurs. Jan 25 starting at 10:30am at the KCC.** Fire B/C Janes will accompany us on both days. Action item: we compile a database after touring all of the sites. The database would include the following information on each station:
 1. Station Location
 2. Equipment
 3. Origin/ownership
 4. Access by
 5. Maintenance by and schedule
 6. Assigned operator/POC
 7. Specific role (EOC, Fire Station relay, CERT Area message center, other....)
3. Discussion of Field Operations Manual: Postponed to February meeting
4. Possible New Components of KE meeting and check-in: Postponed to February